



Department of
Administrative Services

Customer Focused, Performance Driven

Sonny Perdue
GOVERNOR

Brad Douglas
COMMISSIONER

Dear Applicant,

Thank you for your interest in the Georgia Department of Administrative Services, Surplus Property Program. This program offers surplus federal personal property to non-profit organizations that provide services to the **Impoverished**. Service charges apply for all property. To qualify for this program, your organization must meet the specific criteria outlined below. Applications must be signed by one of the organization's principal officers.

- **Application for Eligibility** (Includes Non-Discrimination Assurance & Resolution/Designation of Certifying Officials and Property Selectors).
- **Articles of Incorporation** showing the signature and seal of the Secretary of State and a copy of any amendments that may have been made.
- Letter from the Internal Revenue Service stating that your organization is income tax exempt under their section **501(c) (3)**.
- A brief **narrative description** (or brochure) of the services the program provides. Please include:
 - a) The approximate number of individuals served by your program
 - b) How you determine who is financially eligible for your services
 - c) Description of facility and hours staffed
 - d) Staff qualifications and general duties
- The organization should provide evidence that it is publicly recognized as a provider of assistance to the impoverished by **one of the following**:
 - a) A letter of certification from a City or County official that oversees the program.
 - b) Membership or affiliation with national organization or group that provides support to the impoverished such as: The Second Harvest National Food Bank, Habitat for Humanity, The Salvation Army, www.guidestar.org, www.nonprofits.org, www.give.org, www.bbb.org.
- Community action programs **only**: a copy of **Block Grant** funds to assist the impoverished
- Day Care **only**: **License** for operation or proof of accreditation as required by state or local law

Please complete this package in its entirety. Incomplete applications can not be processed and will delay your organization's eligibility determination. Send completed applications and documentation to:

GA DOAS, Surplus Property Division
Attn: Eligibility Processing
2072 North Bibb Drive
Tucker, GA 30084

There is no charge for this application process. If you have any questions, please contact Tashika Cullins at (770) 414-6468.

Sincerely,

Steve Ekin
Director

GA DOAS Surplus Property [Application](#) for Eligibility